

Job Title: Town Administrator	Hours per week: 40	FLSA Status: Exempt
Reports to: Select Board	Department: Town Administrator	Grade: Contract
Created date: 2008	Revised date: 1/31/20	Approved date: 2/19/2020
Created by:	Revised by: Select Board	Approved by: Select Board

TOWN OF STERLING TOWN ADMINISTRATOR

1. General Powers and Duties

The Town Administrator, under the direction of the Select Board, is responsible for the administration of all town functions and activities for which the office of Town Administrator is given responsibility. The Town Administrator is responsible for the efficient administration of all departments and employees under the jurisdiction of the Select Board.

The Town Administrator implements policies established by the Selectmen in accordance with the strategic direction they set forth. The Town Administrator, functioning as Chief Administrative Officer manages the day-to-day operations of the Town in accordance with these policies and strategies. To do so, the Town Administrator maintains close contact with the Chair of the Select Board, keeps the Select Board advised of his/her activities and decisions, and makes recommendations regarding town operations, as well as any developing concerns.

The Town Administrator provides leadership and direction in the development of short-range and long-range plans, provides professional advice to the Select Board and department heads, keeps the Select Board fully advised regarding all departmental operations, the availability of federal funds, grants, fiscal affairs, problems, administrative actions, and the long-range needs of the Town, and gathers, interprets, and prepares reports and recommendations for the Select Board and/or the Town at large, including elected and appointed boards and committees.

The Town Administrator is the primary interface for the Town with neighboring towns, public and private sector organizations, and the Commonwealth.

The Town Administrator is subject to annual review by the Select Board.

1. Qualifications

1.1 Education and Experience

Qualifications for appointment include:

Master's degree from an accredited institution of higher education in public or business

administration or a related field of study

At least five years of related professional municipal experience

- Expertise in the operation and organization of municipal government

The Select Board may waive any or all educational or professional requirements should the Select Board determine that doing so would be in the best interests of the Town.

1.2 Specific Skills/Knowledge

The Town Administrator must have the following skills and knowledge:

- In-depth knowledge of MA municipal law as it affects Towns
- In-depth knowledge of Town management functions including goal setting, planning, and staffing
- Project management
- Familiarity with computer applications including MS Word, MS Excel, and municipal applications
- Communication skills, both oral and written
- Collaborative approach to problem solving

1.3 Residency

There is no residency requirement for the Town Administrator.

2. Appointments

The Town Administrator:

- Works collaboratively with the Select Board in the appointment of the Police Chief, Fire chief, Town Clerk, Town Accountant, Treasurer/Collector, Operations Manager, Assistant Town Administrator and Building Commissioner. Appointment and removal of these positions are subject to the approval of the Board of Selectman.
- Appoints, supervises, and in appropriate circumstances, removes, subject to any applicable collective bargaining agreement and confirmation by the Select Board, all officers and employees of the Town for whom no other method of selection is

provided. The Town Administrator does not have the power to appoint or remove employees of the school department or Light Department. The Town Administrator is required to consult with the appropriate department head or elected board prior to hiring an employee who serves primarily for that department.

The Town Administrator's appointment authority does not extend to non-employees appointed to committees or other positions by the Select Board or to the Town Moderator.

All appointments the Town Administrator is authorized to make shall be in compliance with applicable statutes and with the Town's Personnel Handbook.

Directly, or through departmental heads, the Town Administrator supervises and provides for recruitment and training of Town employees.

3. Supervisory Responsibilities

The Town Administrator:

- Supervises and directs with respect to operations all employees in a manner consistent with the general policies adopted by the Select Board applicable to all departments and with the Town's personnel bylaws, policies, procedures, rules, and regulations. Supervises other town hall employees including Administrative Assistant to Selectmen and the Veteran's Agent. Responsible for all staff, including administrative assistants to all boards and committees and the consistent following of personnel policies
- Serving as Human Relations Administrator, provides direct oversight of town –wide uniform personnel functions including classification and compensation plans and benefits. Reviews and approves all promotions, salary changes and suspensions and terminations. Arranges personnel training as appropriate to enhance working relationships, skills, and safety.
- Development of objectives and employment incentives for department heads, maintains close contact with their activities and department operations, evaluates their performance, and makes recommendations as to their compensation and their scope of duties.
- Anticipates the needs of the Select Board for information and background material for setting policy and making decisions.
- Evaluates performance and effective utilization of equipment, manpower, and other records.
- Coordinates activities with the Planning Board, Conservation Commission, Board of

Health, and other boards, commissions, and departments. Coordinates the activities of department heads not reporting to the Select Board, including the Library Director and Principal Assessor.

4. Public Relations

The Town Administrator serves as the public relations and communications officer of the Town. He or she solicits input from and consults with department heads on matters involving their departments, and with the Board of Selectman when necessary, regarding Town policies and direction. The Town Administrator engages in a variety of public relations and Town-wide coordination activities to ensure support from appropriate public and private constituencies and other institutions and government entities. He or she works with local, county, state, and federal officials to identify and resolve problems, gain support, or exchange information. He or she makes presentations to staff, boards, commissions, civic groups, and the general public to communicate official plans, policies, and procedures, and to keep them up to date on Town activities. The Town Administrator may also serve as Chairperson of committees of statutory and *ad hoc* nature, and be the designee of the Select Board on other committees and boards.

5. Record Maintenance

The Town Administrator ensures that full and complete records of the financial and administrative activities of the Town are kept, and makes available periodic reports to the Select Board of all Town administrative operations during the period. These reports are made available to the public.

6. Advice/Recommendations to the Select Board

The Town Administrator keeps the Select Board fully advised as to the needs of the Town, and recommends to the Select Board and to other elected Town officers and agencies for adoption any measures requiring action by them or by the town meeting. The Town Administrator informs the Select Board and other appropriate boards of all relevant statutory and regulatory changes.

7. Attendance at Select Board Meetings

The Town Administrator, in collaboration with the Chair of the Select Board and the Executive Assistant, prepares the agenda for, and attends all regular and special meetings of the Select Board, including executive sessions, unless excused in advance by the Chairman of the Board. The Assistant Town Administrator may attend in his absence at the direction of the Chairman. The Town Administrator has a voice, but no vote, in all of its proceedings.

8. Facilities Maintenance

The Town Administrator is responsible for the use and maintenance of all Town land and

buildings other than those under the control of the school committee and Light department. He or she makes recommendations for acquisition and disposal as appropriate.

9. Budget

The Town Administrator assists in the preparation and presentation to the Finance Committee and Select Board the annual operating and capital budgets with proposed financing along with a schedule for submission of information by departments of the Town. The proposed budget recommendation includes details concerning likely amounts to be raised by taxation and the resulting tax rate. Also, working with the Town Accountant and Capital Planning Committee, the Town Administrator shall submit annually a five-year capital improvement plan, including cost estimates, costs associated with acquisition, and future operation and maintenance of any capital item.

10. Contract Negotiations

The Town Administrator participates and serves as lead negotiator in labor negotiations and grievance procedures as directed by the Select Board. This applies to all personnel contracts and collective bargaining agreements, including contracts with Town employees involving wages, hours, and other terms and conditions of employment. All such contracts and agreements are subject to the approval of the Select Board.

11. Warrants

The Town Administrator reviews all payroll and expense warrants submitted by the Town Accountant to the Select Board for payment of Town funds.

12. Procurement

The Town Administrator is the chief procurement officer for the Town, in accordance with chapter 30B of the General Laws. The Town Administrator prepares or oversees Request for Bid/Proposal specifications, analyzes the resulting submittals, and serves as the Town's contract administrator.

13. Resources

The Town Administrator seeks out and works to obtain resources from federal, state, and other governmental jurisdictions, to secure joint grant opportunities.

14. Town Counsel

The Town Administrator coordinates, facilitates, and monitors the provision of services by town counsel, special counsel, and consultants. The Town Administrator coordinates litigation and legal opinions between the Select Board, Town Counsel, and various boards, departments, committees, and commissions; oversees, coordinates, and approves in

advance all communication with and all legal research conducted by Town Counsel, Labor Counsel, and Special Counsel; monitors the legal budget; and manages all legal actions by and against the Town, including actions related to insurance claims.

15. IT

Responsible for developing the IT strategy and implementation plan covering desktops, servers, network and applications that insures cost effective usability, security; needed to support short and long term requirements of Town Hall. Including secure backup and recovery processes; identify and plan for IT and phone upgrades; hirer and manage consultants as appropriate.

16. Other Duties

The Town Administrator oversees the Town's personnel system; proposes personnel policies to the Select Board; and acts as the Affirmative Action Officer for the Town. The Town Administrator provides leadership on local and regional initiatives that improve the overall performance of the Town in the delivery of services to the residents of the Town.

Drives the Town Center Renovation project; including design update, public review, cost estimation, grant applications and other funding sources, and construction.

Works on special projects; performs similar or related work as required or as situation dictates. Implements projects as determined by the Boards' annual goals.

The Town Administrator performs any other duties required of the Town Administrator by local bylaws and regulations, votes of the town meeting, or votes of the Select Board.

17. Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Lifts/moves objects weighing up to 10 pounds, files, and types on a keyboard, at a moderate speed. Operates an automobile to perform in-town and out-of-town travel to transact Town business (this requires a valid driver's license). Travel to night meetings is common place in order to confer with the Select Board and other Town bodies. Regularly conveys information to the public.